



## **CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION MEETING SUMMARY**

**March 10, 2016, at 7 PM  
City Hall, 1838 Emerald Hill Lane**

A meeting of the City of Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on March 10, 2016, at 7 PM.

Chair Peggy Bair, Council Member Suzanne Albert, Commissioner Kevin Beaver and Commissioner Nancy Palmer were present. City staff Bill Mackey and Andrew Gray were present. Carroll County Planning Liaison and Comprehensive Planner Scott Graf was present.

The following were present and signed-in: Mr. Carl Wilson, Mr. Brian Collins, Mr. Mike Albo, Ms. Christine DiSalvo, Mr. Chris Wilson, Mr. Randy Petkus, Mr. John Lemmerman, Mr. Jon Kraft, Mr. Isaac Menasche, and Ms. Kim Mangrum. Mr. Justin Sculthorpe and two members of the Point Breeze Credit Union team were also present.

Chair Peggy Bair opened the meeting at 7:00 PM. Commissioner Palmer moved approval of the minutes as amended by the Chair from the meeting of February 11, 2016. Council Member Albert seconded. The motion passed.

Mr. Graf briefed the Commission regarding the water and sewer plan amendment process, the timeline for the County's annual report, and the Carroll County Bicycle-Pedestrian Master Plan survey. The County received almost 800 survey responses. Items on the annual report and the survey are anticipated for the Carroll County Planning Liaison report at the PZC April meeting.

Chair Peggy Bair opened the discussion of the proposed plat for Westminster Center (renamed Westminster Station subsequent to the meeting). Mr. Mackey reviewed the staff memo and staff recommendation. Mr. Collins of Development Design Consultants, Inc. and Mr. Wilson of The Traffic Group, Inc. presented the two lots, explaining that access points will be reduced to a single access on MD 140 and a single access on North Center Street. Mr. Mackey described a separate City project to extend a sidewalk to North Street fronting along the County property located to the south of the subject property, starting from the edge of the subject property.

Chair Peggy Bair and Commissioner Beaver confirmed sidewalk connectivity is an important goal for the City. Mr. Menasche, representing the applicant, explained that the applicant's

proposal is to provide sidewalk on the applicant's site when a sidewalk on the County parcel is funded. Commissioner Palmer noted that there is already foot traffic along the County parcel going to the subject property, citing that people are cutting across the lawn to the subject property, so the sidewalk should be provided along the edge of the subject property now.

Mr. Wilson described the improvements to MD 140 and North Center Street associated with the project. Chair Peggy Bair and the Commission expressed concern over traffic patterns and the traffic for the proposed pharmacy drive-through. Mr. Wilson explained that the pharmacy drive-through pattern at other locations is approximately ten vehicles per hour.

In response to the Commission's inquiry regarding the project's name, Mr. Menasche noted the developer would change development name, if this were a concern for the Fire Department. Subsequent to the meeting, the Fire Department and applicant chose "Westminster Station."

Council Member Albert inquired regarding SHA approval. Mr. Mackey responded that a letter is on file from SHA, which states SHA has no objection to the proposed site development plan.

Commissioner Beaver moved for approval, subject to the SHA-endorsed right-in, right-out, with the condition that sidewalk be added along Center Street to the edge of the property line [of the subject property]. Commissioner Palmer seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed site plan for the Westminster Station project. Mr. Mackey reviewed the staff memo and staff recommendation. Mr. Mackey also mentioned the applicant's letter related to signage. Mr. Menasche presented the letter on behalf of the applicant. Council Member Albert stated that two signs seem to be necessary considering where the project is located. Mr. Collins described where the signs are proposed to be located. Revised drawings indicating that both freestanding signs would not exceed 20 feet in height were submitted at the meeting. The signs comply with Code for height and size.

The Commission discussed this unique situation where two lots were currently being platted. Mr. Menasche confirmed the property could be developed as two separate projects and that ownership of the property was intended to be separate. Chair Peggy Bair expressed that the intent of the sign ordinance is to limit freestanding signs along MD 140 for large projects.

Council Member Albert moved approval with a condition for two freestanding signs as part of the simultaneous approval of a plat for two lots in conjunction with the approval of the site development plan. Commissioner Beaver seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed site plan for Point Breeze Credit Union. Mr. Mackey reviewed the staff memo and staff recommendation. Mr. Kraft of Kimley Horne and Mr. Sculthorpe of Baskervill presented the proposed development, traffic circulation and parking plan. Mr. Kraft related that pedestrian access had been improved and the building was relocated per early discussions with City staff. The proposed plans incorporate environmental

site design (ESD) for stormwater and drainage, and the proposal includes landscaping as a design element. Pedestrian access from Englar includes a curving, landscaped approach.

Ms. Mangrum of Point Breeze Credit Union expressed the applicant's desire to be in the City of Westminster and described other PBCU locations. Mr. Sculthorpe described the architecture, presented samples of brick, aluminum, glass and metal panels to be utilized in construction.

Council Member Albert moved to accept the proposal as presented. Commissioner Palmer seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed plat for two new attached residences at the corner of Chase Street and Clover Lane. Mr. Mackey reviewed the staff memo and staff recommendation. Mr. Petkus presented the proposal for the plat and discussed ownership of adjoining properties. The Commission discussed the plat and adjoining parcels that appeared to be paper roads or other set asides from earlier plats. Subsequent to the meeting, the parcel that was adjacent to Lot 6 was identified as an abandoned pump station site by Public Works.

Commissioner Palmer moved to approve the plat and the site plan together. Council Member Albert seconded. The motion passed.

Chair Peggy Bair opened the discussion of the proposed plat for re-subdividing the property known as the Mansion Property (location of City Hall). Mr. Mackey reviewed the staff memo and staff recommendation. Mr. Mackey explained that a separate lot is needed for City Hall and its surroundings, so a preservation easement could be placed on City Hall.

Mr. Lemmerman of RTF Associates, Inc. presented the proposed re-subdivision of the property. The five proposed lots recognize the current division and layout of the existing land uses and the zoning for the site. The property lines were surveyed, and the roads indicated.

Commissioner Palmer moved to approve. Commissioner Beaver seconded. The motion passed.

Chair Peggy Bair and Commissioner Palmer stated that additional time to review the proposed *Development Design Preferences* manual would be helpful, so the last two items were deferred.

Chair Peggy Bair reported that the Wakefield Valley plat was signed, and the City Seal has been installed at the Recreation Center. Commissioner Beaver reiterated his request for the City to remove trees at Tahoma Farm Road and MD 31. Chair Peggy Bair also suggested rumble strips.

Chair Peggy Bair requested that for packets in the future, if the number of attachments require multiple email, then hard copies should be printed and hand-delivered to PZC members' homes.

Council Member Albert moved to adjourn. Commissioner Palmer seconded. The Commission adjourned at 8:43 PM.